



ST COLMAN'S COLLEGE

CODE OF BEHAVIOUR



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Introduction

By sending your son to St Colman's College, it is understood that you have read and accepted the school's Code of Behaviour. Persons whose behaviour is deemed to be governed by this policy include students, visitors and parents/guardians involved in school activities. Our Code of Behaviour complies with statute and common law, particularly the Education Act 1998, Equal Status Act 2000, Education (Welfare) Act 2001, EPSEN Act 2004 and other relevant legislation. Our Code of Behaviour was compiled using NEWB - Developing a Code of Behaviour Guidelines for schools 2008.

School Mission Statement

St. Colman's College was founded in 1856 as the Cloyne Diocesan College. Our aims are:

- To nurture the full academic and personal development of all in the school community.
- To enhance the self-esteem of each person in an environment of mutual respect.
- To attempt, as a Catholic school, to apply the caring values of the Gospel to all aspects of our school life.
- To foster good relationships within the school, with parents and with the local community.

How we communicate

We communicate with one another in many different ways; by speaking or gesturing, by writing or phoning, by texting or emailing, and we do so for many varied reasons. We communicate to chat, to discuss, to inform, and to teach. Whatever the purpose is, in this school we will always try to communicate respect by the way we address one another, by the tone of voice we use, by the language we choose, by listening and by providing opportunities for everyone to have his or her voice heard. All the members of the school community have a responsibility to communicate with respect and courtesy.

Rationale

This Code of Behaviour is in place to:

- Ensure the safety of all members of the school community both on the school premises and on school activities.
- Promote a successful teaching and learning environment.
- Help students acquire good habits of discipline, behaviour, and responsibility.



- Prepare students for future responsibilities in the working environment and adult life.
- Assist in developing good habits of citizenship.
- Inform students and their parents of the procedures used by St Colman's College to address issues of behaviour in the school by:
 - Defining standards of behaviour for students
 - Informing students and their parents of the measures that the school may take to address student misbehaviour.
 - Informing parents of school procedures that will be followed before a student is suspended or expelled.
 - Explaining the grounds and conditions under which a suspension imposed on a student.
 - Informing parents of their legal responsibilities relating to occasions when their child is absent from school.
 - Conforming to the statutory obligation in Section 23 of the Education (Welfare) Act 2001, which obliges recognised schools to prepare, for the information of students and their parents, a Code of Behaviour in respect of students registered at the school.

The management sets out below the rules, regulations and procedures that have been drawn up following consultation to ensure a good learning environment and the smooth operation of the school's supporting discipline system. Discipline is necessary in the school for the safety, security and happiness of each individual student and the welfare of the entire community. Each student has the right to expect an orderly, predictable, pleasant, and secure environment in which to work and grow. By adhering to the school rules and the Code of Behaviour, a friendly environment can be created where all concerned can work, study, and relate in a positive way and in pleasant surroundings.

Attendance

Studies show that school attendance is intricately linked to achievement. The students who do well at school always have a good attendance record. We encourage good attendance in a number of ways:

- We emphasise to the student the importance of good attendance at all meetings with students and parents/guardians.
- We acknowledge good attendance with Year Head awards at the end of each year.



Legal Obligations

Please note that under the Education Welfare Act 2000 the school is legally obliged to keep a record of a student's attendance and absences, and the reason for any absence. This relates both to absences for the entire day or part of the day only. The Education Welfare Act also obliges the school authorities to inform the Education Welfare Officer once a student who is under 16 years of age has accumulated 20 absences in any one year, this includes all absences whether due to illness or any other genuine reason.

Recording Attendance

It is extremely important that student absences are recorded accurately. To help with these parents are asked to explain the reason for the absence on the school app on the day the student is absent.

Attendance for House Exams and Class Tests

All teachers set class tests on a regular basis, and we hold House Exams for the whole school during the Pre-Christmas and Summer periods. These are to evaluate student progress, to determine subject levels (Higher, Ordinary) and to prepare students for the formal State Examinations. Parents/Guardians are informed about in-house exams dates at the beginning of each academic year to ensure that every student is available for the full duration of his scheduled exams. Every effort will be made to accommodate any student who may miss an exam/part of the exams because of a bereavement or certified sickness but only within the duration of the in-house exam dates themselves. In some situations, parents may be asked to administer a missed exam in a controlled environment at home to their son. Unfortunately, no exam can be administered to a student ahead of the scheduled exam date. Students who miss an exam or exams due to family holidays, sporting or cultural commitments such as concerts, weddings, etc. cannot be accommodated in this manner.

The timing of class tests is up to individual teachers and there is always the possibility that students who feel unprepared for these tests may try to avoid attendance on that day. If as a parent you are concerned that your student is using illness to avoid school you should contact the Year Head on the day in question to establish if there is something, test or otherwise, that is being avoided.

Lunch Time and Break Time

For supervision purposes, for insurance purposes and for the safety of all concerned, it is school policy that only senior cycle 4th, 5th & 6th year students may leave the school at lunch time (13:04 – 13:39). Students are not permitted to leave the school during their morning breaks.

At break time and lunchtime, students should:



- Relax
- Engage in extra-curricular activities.
- Prepare for their next class.
- Show common respect for people and property.
- Eat lunch in the designated areas.
- Queue in an orderly fashion for canteen as requested by supervisor.
- Keep the General-Purpose Areas tidy and litter free and dispose of their rubbish before leaving their area.
- Be aware that food consumption between classes is forbidden.

Lockers

Lockers are provided for the use of students but are, always, the property of the school. It is a condition of the use of the lockers by the students that the school reserves the right to open and search a student's locker(s) when necessary. The student will be invited to be present during any such search.

Each student is issued with a combination lock for their locker. If the lock is lost, a replacement must be purchased at a cost of €25.

Lockers are to be used before school during breaks and lunchtimes and again after school. Students are not permitted to use their lockers between classes.

Leaving School before the end of the School Day

In this case a student must:

- Have a note submitted by 08:30 on the day or prior to the day they wish to leave early on the school application which is then approved by school management.
- Junior 4th & 5th year students are to be collected at the main office area only (not gate or roadside) by a parent/guardian and signed out officially on the school iPad.
- 6th year students are to be sign out officially on the school iPad and can only do so once their permission to leave has been approved.



Student Drivers

Students who are given permission by parents to use their own or parents' cars to come to school have a huge trust placed in them to behave responsibly, firstly in relation to taking due care on the roads and secondly in relation to school attendance. This trust involves:

- Arriving at school on time.
- Remaining in school for the full day.
- Parking outside the school and avoiding the bus bays.
- Making sure that the car is left locked and secure.
- The car is not used by themselves or any student over the day.
- If they must leave school early for any reason the procedures as outlined above apply.

Unauthorised Absences

Students are expected to attend all their timetabled classes during the school day. Each student is given a copy of his timetable, and this is clearly explained at the beginning of each year. Students who, without permission and without a genuine reason, do not attend their timetabled classes will firstly be spoken to by the Year Head or Deputy Principal to discover the reason for the absence. If no satisfactory reason is given, the student will be given an in-house suspension for a first offence and a full suspension their after, and parents will be informed. Every effort will be made to ensure that students are in a safe and secure environment in class and any sources of worry or tension will be dealt with discreetly and confidentially.

Punctuality

Class times are from 08:45 to either 10:41 or 10:53, then from either 10:56 or 11:08 until 13:04, and from 13:39 to 15:35 on Mondays, Tuesdays, Thursdays, and Fridays. On Wednesdays, classes run from 08:45 to 13:00. Students are expected to be punctual for school and to be present and on time for all their classes. Students are expected to be in their classrooms on time as per their timetable.

Students who are late for school in the morning or after lunch must sign in at the office and have their school journal stamped before entering class. Students, who are late for class in the day without adequate explanation, will be recorded late on VS Ware. These lates will then be reviewed by the Year Head and the student may be given



lunchtime/afterschool detention if it is felt that a pattern of deliberate lateness is developing.

Rationale

Being on time for school, being on time for class, being on time for an appointment of any kind is one of the ways in which we show one another respect. If we are persistently late, without genuine reason, then it indicates we do not have any respect for the person we are meeting or the place we are going. There are always times when we are genuinely delayed, but persistent lateness is a bad habit and a bad example. It is the responsibility of everyone in the school to be punctual to the best of their ability. Students are encouraged to be punctual by being given good example by teachers and by regular reminders in Assembly and in all classes of the importance of punctuality.

Rules and Regulations for Students

The Code of Behaviour will apply:

- Within the school campus during the school day and any after-hours activities
- To all school-linked activities, including school tours, outdoor pursuits, field trips, sports activities, retreats, school visits/ expeditions, official school charity collections, and events. This list is not exhaustive.
- To any online school related activity

The following rules safeguard our rights as persons and our property in St Colman's College.

1. Students must always show respect and courtesy to fellow students and staff.
2. Students will move between classrooms in a quiet, orderly manner. All students must wait in a quiet, orderly manner until the teacher arrives.
3. As chewing gum causes damage to furniture, fittings and the school environment, the chewing of gum on the school grounds is absolutely forbidden.
4. The possession, purchase or consumption of alcohol or addictive substances during the school day or during school activities is absolutely forbidden. If a student is in breach of this rule, their parents/guardians will be contacted, and they will immediately be sent home.
5. Offensive language is absolutely forbidden.
6. Smoking/vaping is absolutely prohibited on the school premises, its vicinity and during school functions and activities. If a student is in breach of this rule, their parents/guardians will be contacted, and they will immediately be sent home.



7. All damage to school property must be immediately reported to the school authorities, after which appropriate action will be taken.
8. Students are expected to attend all classes on their timetable. Failure to attend any class is seen as a serious breach of the school's Code of Behaviour and sanctions up to and including suspension will be enforced.
9. Students are not permitted to leave the school grounds during the school day without following the procedure described above.
10. Students must not bring the good name of St Colman's College into disrepute.
11. Bullying may lead to sanctions up to and including suspension and expulsion.

Classroom and General Behaviour

- A Student should enter the classroom in an orderly manner and sit at their allotted desk.
- A student must be in full school uniform.
- Books and equipment essential for effective teaching and learning must be in a student's possession on entering class. They should be placed on the desk as soon as the student is seated.
- Assigned homework must be produced for each class. If a student does not have their homework completed, then the student is required to have a note from home explaining why the homework has not been attempted or completed. If a student is absent from a class, then it is their responsibility to ensure all relevant homework is completed.
- Students are expected to always be cooperative while a class is in session.
- It is a requirement of students that they always be respectful to members of staff, both inside and outside the classroom setting. Any student who defies a member of staff or who acts in a disrespectful manner will be deemed to have breached this Code and may be withdrawn from class by management. A meeting may be sought with parents and a suspension may follow. A repeat of this type of behaviour may result in the student being referred to the Board of Management, where options up to and including expulsion will be considered.
- Incidents of bullying, name-calling, harassment, discrimination, victimisation, or intimidation by cyber or other means will be considered a serious breach of this Code. The Bí Cineálta Policy and this Code of Behaviour may be invoked together to address incidents of bullying.



- A student cannot leave the classroom without the permission of the class teacher and must be in class when expected unless permission has been given otherwise.
- Students are not allowed to eat in the classroom or corridors unless given permission for appropriate reasons by management. Food is to be consumed in the school canteen or outside.
- Students are only permitted to drink water in the classroom. Energy drinks are prohibited.
- Before a student leaves a classroom, they must check the area around the desk for litter. The student must deposit litter in the appropriate bin BEFORE leaving the classroom.
- All students are required to have a School Journal. The Journal will be used to take down assigned homework, facilitate notes from parents to teachers. It must be made available to teachers in the classroom, or elsewhere by teachers requesting the same.
- Teachers will use VShare to log and monitor both positive and negative student behaviours, and parents are encouraged to play an active role in supporting the school's code of behaviour by regularly reviewing this information on the platform.
- Students can only be absent from the classroom for a toilet break when given permission.
- If a student requires a toilet break regularly during the day due to a medical issue, then a doctors' note will be required.
- Students must comply with the specific rules and regulations as they apply to specialist areas such as Science Laboratories, Gymnasium, Woodwork rooms, Art room, Computer Room. This is not an exhaustive list.
- Students must assemble quietly outside the classroom door until the teacher allows them to enter and must behave appropriately.
- Smoking is absolutely forbidden on the school premises, school grounds, in the vicinity of the school and on all school outings. The term smoking includes vaping.
- The possession of vaping devices on school premises is prohibited. Any such items found will be confiscated and disposed of accordingly.
- Students are required to adhere to the school's mobile phone policy. Mobile phones are prohibited unless a teacher has granted explicit permission while under their supervision. When in use, devices must always remain flat on the desk.



- Students are encouraged to pick up litter and expected to if of their own making and to always strive to keep the school and the grounds clean and tidy.
- Bringing illegal substances into the school for personal use or for distribution is absolutely forbidden. A student who is found in possession of these substances will be referred immediately to the Board of Management. Gardaí will also be informed.

Implementing the Classroom Rules

Teachers are responsible for implementing the rules within their own classrooms. They will do this by explaining them to the class, outlining the reasons for them, and ensuring that all students understand them. They will also explain what the consequences are if the rules are broken.

In general the consequences are as follows:

- The teacher will explain to the student why a certain behaviour is unacceptable and ask for co-operation.
- If this does not bring about an improvement the teacher may put a behaviour record on VS Ware for the attention of parents / guardians.
- The teacher may set extra work to be completed at home.
- The teacher may require the student to attend a break time or lunch time class outside of timetabled hours.
- The teacher will keep a record of any measures taken to manage behaviour.
- If all the above have been tried and the behaviour has not improved, then the teacher will consult with the Year Head to ask for advice and support in managing the student's behaviour. This may involve the teacher filling an Incident Behaviour Sheet detailing the teacher's concerns. This Incident Sheet will be retained in the student's file.

The Year Head will then discuss the issues with the student and decide on appropriate interventions. These may include:

- Requesting the intervention of the Guidance Counsellor.
- Contact with the student's parents.
- The use of a Report Card to monitor classroom behaviour.
- Lunchtime detention.
- Removal of a privilege- e.g. involvement in extracurricular activity or a school trip.



- Requesting the intervention of the Deputy Principal.
- A recommendation to the Principal to formally suspend the student.

Respect for International Students

- All students are expected to adhere to our acceptance of diversity.
- Students are expected to recognise and value differences between individuals because of being born into and living their early years in another country.
- All students have a duty to promote an atmosphere of inclusiveness in our school.
- Any student who by their behaviour does not live up to the aims and objectives of our acceptance of diversity will be dealt with through the Sanction Process linked to this Code of Behaviour.

Rationale

These rules are essential for maintaining a disciplined, respectful, and productive learning environment. They ensure that students enter the classroom in an orderly fashion, fostering a structured atmosphere that minimises disruptions. Wearing the full school uniform promotes equality and school identity. Having the necessary books and equipment ensures that students are prepared for effective learning. Homework completion is crucial for reinforcing lessons, and accountability through parental notes encourages responsibility. Respect for teachers and peers, along with cooperation in class, creates a positive and inclusive learning environment. Prohibiting offensive language, bullying, and discrimination ensures student well-being and safety. Rules on classroom behaviour, such as staying seated, not eating, or chewing gum, and proper waste disposal, contribute to cleanliness and orderliness. The requirement of a school journal supports communication between students, teachers, and parents. Restrictions on mobile phones, smoking, vaping, and illegal substances protect students from distractions and harmful influences. Overall, these guidelines help develop responsible, disciplined individuals who respect authority and contribute positively to their school community.



School Uniform

The school uniform consists of the following and must always be worn in the school building:

- Grey Trousers
- Grey shirts The College Tie
- Students can wear either the school jumper and or half zip over their shirt & tie (Shirt & tie must be always worn)
- All Black Footwear
- St. Colman's College school crested Jacket

Any other jackets, sweatshirts, hoodies, etc. are not school uniform and will be taken from students. More details about where to purchase any of the above are available on the school website.

- Students are expected to be neat and tidy in dress and appearance and to wear the full official school uniform.
- Students are not permitted to wear any headwear, hoods, or hats in the school building or while representing the school.
- Students who wish to observe the religious practice of wearing any headdresses must wear a grey one to match the school uniform.
- Hair /facial hair must always be neat and tidy.
- No piercings are allowed due to health and safety reasons.
- When representing the school, students are required to wear the full school uniform.
- If a student does not have the correct uniform, he must report to the Year Head, Principal/ Deputy Principal before 8.45 a.m.
- Students who breach the above code of conduct may be restricted from attending class.

St Colman's College reserves the right to adjust these rules periodically (Full details of the uniform requirements are available on the school website).

Rationale

We are proud of our school uniform. It identifies each student as a member of our school community. Therefore, we must always show our community at its best. School uniforms are important because they promote equality, reduce distractions, and enhance school



identity. By ensuring that all students wear the same attire, uniforms eliminate socioeconomic differences that can lead to bullying or discrimination. They also help students focus on their studies rather than fashion trends. Additionally, uniforms create a sense of belonging and school pride, reinforcing discipline and professionalism. Lastly, they improve safety by making it easier to identify students and outsiders on campus.

Mobile Phone and Personal Electronic Device Acceptable Use Policy

While St Colman's College accepts that it is a student's choice to have a mobile phone/personal electronic device (PED), the following policy aims to maintain a safe, nurturing environment where the personal dignity and rights of all the members of the school community are preserved.

To assist the school in implementing this policy, parents/guardians are asked not to arrange to contact students by mobile phone/PED at any time during the school day. Contact with the school may be made through the office at (025) 31930 and where circumstances demand, students will be directed to use the office phone on the advice of the Year Head.

Mobile Phone Usage in St Colman's College

Each student will be assigned a phone pouch—a secure, lockable case for storing personal devices. Students are responsible for bringing their pouch to and from school each day and keeping it in good condition.

- **Start of the school day:** Upon arrival, students are required to unlock their phone pouches, switch off their mobile phones, and place them securely inside the pouch, ensuring it is then locked. Compliance will be verified during tutor time.
- **During the day:** Students keep the locked pouch in their schoolbag or locker.
- **End of the school day:** Students unlock their pouches at designated stations to retrieve their devices. The pouch must then be re-locked to help maintain its condition and prevent damage.
- No phone usage in any school building at any time unless under the direct supervision of a teacher in a classroom setting.
- Students must not use PEDs to interact with any other students or to access any messages/material that may be stored on their device.



- The mobile phone is the sole responsibility of the student, and the school does not accept responsibility if the mobile phone is damaged, lost or stolen. Students bringing mobile phones to school do so at their own risk.

Sanctions for breach of Mobile Phone Usage Policy

If a student is found in possession of a mobile phone outside of its designated pouch while on school premises, the device will be confiscated. It will only be returned when collected by a parent or guardian from the school. The student will also be required to attend an after-school detention on the next scheduled detention day.

Students found in contravention of this policy will have the following sanctions applied.

- Failure to hand over a mobile phone/PED, including the SIM card, when requested will result in sanctions up to and including suspension.
- Incidents where students use electronic devices to bully other students/staff or send offensive messages or calls will be investigated under the Bí Cineálta Policy, Code of Behaviour and associated policies whilst complying with our statutory commitments.
- Where unauthorised content is taken in school* and subsequently uploaded/shared, or where an individual knowingly participates with/contributes to unauthorised content taken in school*, which is uploaded/shared, sanctions up to and including expulsion will apply.
- It should be noted that it is a criminal offence to use an electronic device to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Gardai in such incidents and/or increase sanctions.

(School in this context refers to during school time/school activities both on and off site at any time.)*

Rationale

The rationale for this policy is to create a safe, respectful, and distraction-free learning environment while also ensuring the personal dignity and rights of all members of the school community are upheld. Mobile phones and personal electronic devices (PEDs) can be sources of distraction, disruption, and even harm if misused for bullying, unauthorised recording, or inappropriate communication. By restricting phone use, the school fosters greater student engagement, better academic focus, and improved social interactions.

The policy also safeguards privacy, as unauthorized recordings and online sharing of content can violate individuals' rights and, in some cases, constitute criminal offenses. The outlined sanctions reinforce the seriousness of the policy while promoting



responsibility and accountability. The school acknowledges that students may bring phones for personal reasons but ensures that their use does not interfere with learning, safety, or the well-being of others. By involving parents and enforcing escalating consequences, the school aims to cultivate a culture of respect, discipline, and appropriate technology use.

Toilet Use Policy

- Students are expected to use the toilets before the first class, during morning break, and at lunchtime.
- During break times, students must use their assigned toilets. However, during class time, they should use the nearest available toilet.
- Toilet use will not be permitted during the class period immediately following their break times.
- Students may not use the toilet between classes.
- Toilet Passes are available from all teaching staff. Teachers should record the student's bathroom break on VS Ware. Students may be asked to produce a toilet pass at any time while out of class to go to the toilet.
- Gathering or loitering in the toilets during break times is strictly prohibited.
- Only one student is permitted per cubicle at all times.
- Students should use the facilities efficiently and minimize the time spent in the toilet.
- Any student who requires more frequent bathroom access due to medical reasons will be required to provide a doctor's note.

Rationale

This policy is designed to maintain order, hygiene, and minimal disruption to learning while ensuring that students have adequate opportunities to use the restroom. By designating specific times and locations for toilet use, the school can reduce unnecessary movement during lessons, preventing distractions and maximising instructional time.

Limiting loitering and large gatherings in restroom areas helps to promote safety, prevent misconduct, and ensure facilities remain clean and accessible for all students. Additionally, the requirement for a doctor's note for frequent use ensures that legitimate medical needs are accommodated while preventing misuse of bathroom breaks.



Overall, this policy supports a structured, respectful, and efficient school environment, balancing student needs with the smooth operation of the school day.

Student Journal

The Student Journal is a key element of the communication between students, parents, and teachers. Students are obliged to keep their journal in good order and to have it with them each day. Students may not write in and/or deface another Student's journal. Where a journal is not maintained appropriately Students will be obliged to replace their journal at a cost of €20.

Use of Journal for students:

- Record all homework (whether written or not)
- Note dates of events/CBA's/exams, etc.
- Target setting
- Note reminders to parents re Parent Teacher meetings, etc.

For Year Head/Class Tutor:

- Check that homework is being recorded.
- Check that work is being done satisfactorily.

For Parent:

- Check that homework is being recorded.
- May check progress daily.
- May seek clarification on issues.
- Seek to make appointment.

The Role of Parents as it applies to the Code of Behaviour

Parents have a vital role to play in the implementation of the Code. In very practical ways they can support their child in their learning by adhering to the following.

- Parents play an active role in supporting the school's code of behaviour by regularly monitoring VS ware, where they can review teachers' feedback on both positive and negative student behaviours.
- Ensuring the student's attendance and punctuality is of the highest standard.



- When referring to attendance of a student in school The Education Welfare Act outlines - where a student is absent from the school at which they are registered during part of a school day, or for a school day, or more than a school day, the parent of the student shall in accordance with procedures specified in the Code of Behaviour prepared by the school under Section 23 of the Act NOTIFY THE PRINCIPAL OF THE SCHOOL OF THE REASONS FOR THE STUDENT'S ABSENCE.
- An absence must be recorded in the school app with appropriate dates.
- Checking their Homework Journal every night to ensure homework is completed.
- Supporting the student's learning by ensuring the student abides by our school rules and policies.
- Attending Parent-Teacher meetings and any special appointments when requested.
- Ensuring the student has all the requisite books and materials for every subject.
- Ensuring the student attends school every day wearing their full uniform.
- If there is a change in the home circumstances of a student, the parent must inform the school as soon as possible. This includes a bereavement which may upset the student and undermine their ability to concentrate.
- The parent must inform the school if there is a change in a contact number. Correct information is vital regarding a contact number particularly in the event of an emergency.

Discipline procedures

This section sets down the Code of Discipline and sanctions applicable to all students in St Colman's College during the school year. Parents / Guardians and students are requested to study it carefully. The rules and regulations of St Colman's College have been developed by management, staff, students, and parents with the purpose of making our working environment a kinder, safer, and healthier place for students, staff, and visitors alike. While we value and protect the rights of the individual, we must also protect the rights of all the persons in our school. The above parties review these rules and regulations periodically.

- The classroom teacher aims to foster an atmosphere conducive to effective teaching and learning. When dealing with issues of indiscipline the teacher will deal with the matter as they deem appropriate, as per our Code of Behaviour.



- The student may be formally interviewed by the Class Teacher and/or Year Head and/or Deputy Principal and/or Principal in the hope of preventing a repetition of misbehaviour.
- Withdrawal from class may occur, if deemed necessary by management, to allow time for investigations to take place.
- The Principal/Deputy Principal/Year Head may also put sanctions in place as per the Code of Behaviour for a single incident of serious misconduct.
- Refusal to attend Detention, or misbehaviour/non-compliance with school rules during detention, is considered a serious offence.
- The parents/guardians may be invited to attend a meeting with the teacher / Year Head and/or Deputy Principal and/or Principal.
- Members of the Student Support Team (SST) may be asked to intervene as a support to the student.
- A teacher / mentor may work with the student to encourage positive behaviour.
- Persistent instances of indiscipline may lead to a student being suspended from school. Notice of such a suspension will be given in writing to parents/ guardians.
- If a student engages in a serious breach of school discipline, the Principal or Deputy Principal may immediately suspend the student in question, following discussion with the parents/guardians of the student. It should also be noted that if any individual incident is deemed to be sufficiently serious a student may be detained or suspended without going through each stage in the discipline procedure.
- Throughout the academic year, student behaviour is reviewed. A student and their parents/guardian may be requested to meet with school management to formally renew their commitment to the school's Code of Behaviour.
- Expulsion will only be considered when the behaviour of a student puts the safety of others at risk, or where behaviour is so disruptive as to interfere substantially with the rights of others to education. Cases concerning expulsion from school will follow the protocol and procedures as outlined in Section 29 of the Education Act and Section 24 of the Education Welfare Act. Following a decision by the Board of Management of its intention to expel a student, the parent / guardian, or a student over 18 years of age has a right of appeal to the Department of Education and Skills in the first instance. Notice of this appeal must be made immediately in writing to the secretary of the Board. This appeal procedure will take place in accordance with the Education Act (1998), Section 29.



Serious incidents of Misbehaviour

Each case will be judged on its own merits, and any of the above stages may be omitted when deemed appropriate by the school authorities. In cases of serious misbehaviour, such as if the authority of a teacher or the school is seriously challenged, if the school has been brought into disrepute or if normal civil law has been breached, the Principal or Deputy Principal will deal with the matter in the first instance. Suspension, exclusion, or other sanctions, at the discretion of management, may be considered as a first option. Furthermore, the Principal, the Deputy Principal, or a Year Head may choose to intervene at any stage of the discipline process when this is deemed to be necessary or helpful. In the case of such incidents, a student will be asked to write a detailed account of the incident. Students may not be allowed to attend class during the investigation. The purpose of this is to provide the student with the opportunity to reflect on their behaviour and its implications for oneself and the rest of the school community.

When investigating an incident which may lead to a suspension or exclusion, the following procedures may take place, where appropriate:

- The student or students involved in the incident may be interviewed.
- The allegations against the student will be outlined and their responses noted.
- The student may be asked to provide an account on the incident.
- Other members of the school community, e.g. staff, students etc. may be interviewed as deemed appropriate. Written reports may be sought, and notes taken at interviews will be kept on file for future reference.
- Parents/guardians will be contacted and may be asked to come to the school to meet the Year Head/Deputy Principal/Principal who will outline the case to them and the student. Once again, responses will be noted.
- The Principal, and if necessary, in consultation with the Chairperson of the Board of Management, will then decide the sanction (if any) to be applied.

Procedure for Suspension and Expulsion

All students, parents/guardians and staff are advised of the policies and procedures in relation to suspension and expulsion.

Suspension

The Board of Management delegates the authority to suspend to the Principal and Deputy Principals. Parents/guardians will be informed of the complaint, the subsequent investigation and how the suspension will be imposed. The period of suspension will be clearly outlined.



Grounds for Suspension

The decision to suspend a student requires serious grounds such as:

- The student's behaviour has had a seriously detrimental effect on the education of other students.
- The student's continued presence in the school at that time constitutes a threat to safety.
- The student is responsible for considerable damage to property.
- A single incident of serious misconduct may be grounds for suspension.

Immediate Suspension

In certain exceptional circumstances, the Principal/Deputy Principal may determine that there are grounds for immediate suspension for reasons which may include the safety of the student, other students, staff, or other members of the school community.

In the case of immediate suspension, parents/guardians will be notified, and arrangements made with them for the collection of the student.

A single incident of serious misconduct and breach of the rules may be grounds for an immediate suspension. Such breaches would include:

- skipping school / leaving school grounds without permission
- fighting or assault or violence
- physical or sexual assault
- bullying or harassment
- non-compliance with a teacher's instruction.
- threatening behaviour
- suspected possession or dealing in drugs, alcohol, addictive substances (unprescribed drugs), or illegal substances.
- reasonably suspected of being under the influence of drugs, alcohol, unprescribed drugs, or illegal substances
- considerable damage to property
- breach of Mobile Phone and ICT Acceptable Use Policy
- refusing to submit a phone or recording device
- use of a mobile phone or recording device:



- being in possession of/using on the school campus
- to take inappropriate images/videos and/or share/upload on social media platforms
- to compromise the privacy and dignity of others
- to take or share photographs/images/videos of members of the school community without their permission.
- to record or photograph members of staff who are going about their professional duties.

This list is not exhaustive.

Opportunity to Respond

Before a Suspension is imposed, students and parents/guardians are given the opportunity to respond or make a case for lessening the sanction.

Appeals

Following the imposition of a suspension, the parent / guardian, or a student over 18 years of age has a right of appeal to the Board of Management. Notice of this appeal must be made immediately in writing to the Principal, as Secretary to the Board of Management.

After the suspension ends

Following an out of school suspension, the student should report to the Principal/ Deputy Principal to facilitate the re-integration process. This will involve the returning of a Re-Admissions form which states that the student has read the Code of Behaviour for students at St Colman's College, as outlined by the school authority.

Re-integrating the student.

On completion of the suspension, the school will make every effort to re-integrate the student quickly into school life. The student will be expected to apply themselves diligently to their work and to follow the Code of Behaviour. A student may be asked to sign a behavioural contract on return from suspension.

Although a record is kept of the behaviour and the sanction imposed, once the sanction has been completed, the school expects the same behaviour of this student as of all other students.



Expulsion

The authority to expel is devolved by the Board of Management. Expulsion of a student is a major step, and one that will only be taken by the Board of Management in extreme cases of unacceptable behaviour.

Grounds for Expulsion

A proposal to expel a student requires serious grounds such as that:

- The student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process.
- The student's continued presence in the school constitutes a real and significant threat to safety.
- The student is responsible for considerable damage to property.

Expulsion is considered where the school believes that we have tried a series of other interventions and exhausted all possibilities for changing the student's behaviour.

Expulsion for a First Offence

There may be exceptional circumstances where the Board of Management forms the opinion that a student should be expelled for a first offence. Incidences which may result in a proposal to expel based on a single breach of the code include:

- a serious threat of violence against another student or member of staff.
- actual violence or physical assault.
- the possession, supply, or use of illegal drugs/ so-called legal drugs/ alcohol in the school
- Sexual assault

This list is not exhaustive.

Procedure in Respect of Expulsion

In compliance with the Education (Welfare) Act 2000, to ensure fairness, St Colman's College's procedural steps will include:

1. A detailed investigation conducted under the direction of the Principal.
2. A recommendation to the Board of Management by the Principal.
3. Consideration by the Board of Management of the Principal's recommendation and the Holding of a hearing.
4. Board of Management deliberations and actions following the hearing.



5. Consultations arranged by the Educational Welfare Officer.
6. Confirmation of the decision to expel.